

# **CITY OF HOUSTON**

# **Job Posting**

Applications accepted from:
Job Classification
Posting Number
Department
Division
Section
Reporting Location

Workdays & Hours

ALL PERSONS INTERESTED IRM MANAGER PN #103756 HOUSTON POLICE TECHNOLOGY SERVICES N/A

33 ARTESIAN

MONDAY - FRIDAY, 8:00 A.M. - 5:00 P.M.\*

\*Subject to change

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#### **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Coordinate, directs and leads the Operations Services section of the Houston Police Department's Technology Services organization. Technology Services is responsible for the design, installation and management of HPD's Information Technology (IT) capabilities. Establishes strategies, standards and procedures for the Operations Services section, which provides for the effective and efficient management of the data center, systems support and server support functions. Responsible for overseeing the development and issuance of Information Services – Policies and Procedures in support of technical and operational standards for these areas. Creates, organizes and leads an industry best practice compliant 24X7 Data Center operating over three shifts. The Center consists of a Unisys Clear Path mainframe environment with associated peripherals and the monitoring and after-hour management of the department's Windows and Novell based servers assets and associated infrastructure. Responsible for managing department's Help Desk function for trouble calls placed after normal duty hours. Position requires equal familiarity with both mainframe and server environments. Must display solid team leadership skills and experience, as well as excellent writing and presentation skills.

#### **WORKING CONDITIONS**

This position is physically comfortable; the individual has discretion about walking, standing, etc.

## MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's Degree in Computer Science, Business Administration, or a closely related field. Directly related professional experience may be substituted for the education requirement on a year-for-year basis.

#### MINIMUM EXPERIENCE REQUIREMENTS

Six (6) years of experience in Information Technology logistics or a closely related field. Four (4) or more years managing/supervising technical and/or operations staff in the support of data center based systems such as mainframes and high-end servers and network appliances.

# MINIMUM LICENSE REQUIREMENTS

Must have a valid Texas Class "C" driver's license and be in compliance with the City of Houston's policy on driving. (AP 2-2).

### 14 PREFERENCES

Prefer candidates with extensive experience in IT operations, to include server operations and maintenance, and data center operations. Prefer experience with enterprise management frameworks to include mainframe and server monitoring and management, including recent experience implementing consolidated mainframe and server management frameworks. Prefer broad experience coordinating and providing matrix data center support to a Project Management Office (PMO), an application development section, and an infrastructure operations section.

# 15 <u>SELECTION/SKILLS TESTS REQUIRED</u>

None.

16 <u>SAFETY IMPACT POSITION</u>

■ Yes ? No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

### 17 <u>SALARY INFORMATION</u>

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 29

\$2,262.00 - \$2,639.00 Biweekly \$58,812.00 - \$68,614.00 Annually

**18** *OPENING DATE* March 30, 2005

19 <u>CLOSING DATE</u> Open Until Filled

## 20 APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. Our TDD phone number is (713) 837-9496.

An equal opportunity employer